



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ORIENTATION AND ADJUSTMENT INSTRUCTOR II	33	B	12.449
ORIENTATION AND ADJUSTMENT INSTRUCTOR I	31	B	12.453

SERIES CONCEPT

Under the Rehabilitation Act of 1973 as amended, Orientation and Adjustment Instructors assist blind and visually impaired clients to achieve personal adjustment, employability, and maximum independence through training in alternative techniques of daily living, counseling toward a positive self-image and instruction in the use of assistive computer technology and low vision aids. Work is performed in clients' place of residence, at work sites, at the Division of Rehabilitation orientation centers and in the community.

Conduct assessments to determine the extent of clients' visual and secondary disabilities by interviewing clients, and accessing current medical records. Determine clients' daily living, mobility, computer proficiency, and communication abilities and deficiencies by interviewing clients, analyzing clients' lifestyle and employment history, and observing clients' knowledge and skill with regard to reading, writing, money management, social interaction, shopping, cooking, housekeeping and personal hygiene. Coordinate other services based on clients' needs such as medical intervention, education or training or financial assistance by initiating client referral to State, county and private service organizations.

Assist clients in their orientation and adjustment to visual impairment by providing instruction and alternative techniques with regards to: shopping for household and personal needs; marking food items, cleaning supplies, medicines, and appliances for easy identification and use; preparing food by incorporating techniques of safety and cleanliness and the use of adaptive aids; observing proper table etiquette; performing household maintenance; performing personal grooming; managing finances; engaging in leisure activities and developing reading and writing skills.

Provide instruction on the use of adaptive aids and assistive computer technologies appropriate to clients' visual acuity, lifestyle, job requirements, and educational, medical and social needs such as talking computers, Braille writers, household equipment, and magnification devices.

Provide basic mobility training through the use of actual or simulated travel situations to assist client with residential, occupational, and community travel and to minimize limitations relative to traveling alone, traveling with a guide and using public and private transportation.

Counsel clients to address the psychological aspects of vision loss to effect a positive self-image, instill an appropriate level of motivation, identify and address clients' anxieties and provide skills necessary to cope with attitudes generated by the public and family members.

Conduct functional near vision evaluations by assimilating medical information regarding clients' eye condition, visual acuities, visual fields and secondary disabilities and utilizing low vision reading cards, various levels of lighting, a variety of magnifiers and non-optical devices to determine clients' functional residual vision; evaluate clients' need for and ability to benefit from adaptive computer technology hardware and software and make recommendations to case manager.

Conduct work site evaluations of existing computer systems to determine adaptability or to identify modifications and/or alternative techniques to meet clients' needs for the performance of job duties; make required work site computer adaptations or recommend modifications.

ORIENTATION AND ADJUSTMENT INSTRUCTOR II	33	B	12.449
ORIENTATION AND ADJUSTMENT INSTRUCTOR I	31	B	12.453

Page 2 of 4

SERIES CONCEPT (cont'd)

Instruct clients in the proper use of magnifiers, illumination controls, adaptive computer technology and non-optical aids through verbal explanations, visual demonstrations and structured exercises and applying techniques of progressive exposure, increasing complexity and decreasing print size.

Use computer equipment and hard copy files to maintain required case file documentation; write monthly reports describing client activities; prepare written case closures; and may participate as a member of the rehabilitation team to report and evaluate client progress toward goals and objectives.

Conduct in-service training and educational lectures and demonstrations for employers, schools, clubs and organizations in the community to provide information regarding visual rehabilitation and foster awareness and understanding of persons with visual disabilities; act as a consultant and liaison to the community by providing information, transcribing Braille and identifying vendors of adaptive computer technologies, aids and appliances.

Perform related duties as assigned.

CLASS CONCEPTS

Orientation and Adjustment Instructor II: Under direction, incumbents perform the specialized duties described in the series concept. Work is reviewed through written status reports and verbal progress reports. This is the journey level in the series.

Orientation and Adjustment Instructor I: Under general supervision, incumbents learn to assist clients to adjust to visual impairment and achieve independence. This is the entry level for the series which provides for progression to the journey level upon satisfactory completion of the probationary period and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Some positions require specialized skills, experience, or certification associated with the evaluation, installation and training in the use of assistive computer technology for the rehabilitation and employment of persons who are visually impaired.
- * One year of experience instructing or tutoring the blind or visually impaired is equivalent to one year of college education.

ORIENTATION AND ADJUSTMENT INSTRUCTOR II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with a major in rehabilitation/teaching of the blind or closely related field and one year of professional experience providing training in alternative techniques of daily living, counseling toward a positive self-image and instruction in the use of low vision aids to blind or visually impaired clients in a rehabilitation setting; **OR** one year of experience as an Orientation and Adjustment Instructor I in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ORIENTATION AND ADJUSTMENT INSTRUCTOR II	33	B	12.449
ORIENTATION AND ADJUSTMENT INSTRUCTOR I	31	B	12.453

Page 3 of 4

MINIMUM QUALIFICATIONS (cont'd)

ORIENTATION AND ADJUSTMENT INSTRUCTOR II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Knowledge of: modern educational principles and practices applicable to the orientation and instruction of persons who are visually impaired. **Ability to:** adapt educational principles to teaching the visually impaired; evaluate visually impaired clients for deficiencies in daily living skills; *and all the knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: the human eye including diseases of the eye and their functional implications; non-optical aids; techniques used to develop auditory, olfactory and orientation skills in visually impaired persons; optical aids, magnification and its properties, illumination and its affect on functional vision and electronic visual aids; the social, economic and physical problems of visually impaired and blind persons; accepted adaptive techniques for shopping; visual and tactual techniques for marking items and appliance; adaptive techniques for food preparation; adaptive techniques for handling and budgeting money; and adaptive communications skills applicable to the daily living of visually impaired persons. **Ability to:** evaluate functional near and distance vision skills; recognize and minimize clients' fear and anxiety; develop low vision reading exercises for near and distant vision aids; independently prioritize, schedule and conduct lessons, evaluations and meetings; choose appropriate instructional methods in visual and non-visual situations. **Skill in:** the use of slate, stylus and Perkins Braille.

ORIENTATION AND ADJUSTMENT INSTRUCTOR I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with a major in rehabilitation/teaching of the blind or closely related field; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: the theories, principles and practices associated with the counseling and instruction of persons with visual disabilities; the methods used to communicate with visually disabled persons; modern educational principles, practices and techniques; the use of medical and psychological services; human growth and development; medical terminology; eye functions, eye pathologies, and the principles of optics. **Ability to:** read and analyze medical and psychological reports; communicate effectively, both verbally and in writing; motivate, counsel and guide visually impaired persons in their adjustment and orientation to vision loss.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
General knowledge of: the principles of peripatology and orientation and adjustment instruction; Grade I and II Braille. **Ability to:** establish rapport and gain the trust of others; work with and teach persons from a variety of ethnic, social and educational backgrounds; counsel clients and impart empathy in their adjustment to visual loss; make oral presentations to individuals and groups; prepare written reports and keep accurate case records; accurately document case work activities and prepare written status and progress reports.

ORIENTATION AND ADJUSTMENT INSTRUCTOR II	33	B	12.449
ORIENTATION AND ADJUSTMENT INSTRUCTOR I	31	B	12.453

Page 4 of 4

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>12.449</u>	<u>12.453</u>
ESTABLISHED:	10/1/67	1/17/72
REVISED:	4/21/78-3	
REVISED:	7/1/93P	7/1/93P
	10/23/92PC	10/23/92PC
REVISED:	2/15/01UC	2/15/01UC